

**Job Title: Recreation Assistant****Department:** Parks and Recreation**Immediate****Supervisor:** Supervisor of Recreation or Recreation Coordinator**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

The fundamental reason this part-time classification exists is to perform simple manual and clerical duties, with little or no supervision, in park maintenance or recreation unskilled activities. Some positions are assigned to the maintenance area performing tasks such as custodial work and policing of the grounds. In the recreation area, duties include providing unskilled clerical support and helping with the various recreation programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Participates in delivery of recreation programs; including interaction with participants
2	M	Polices sites, picking up paper and trash; Provides general cleaning of buildings and restrooms
3	S	Performs routine clerical functions such as delivering flyers and answering phones or general office work
4	L	Sets up apparatus and other equipment and issues supplies; Lines athletic fields and ball diamonds
5	S	Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six (6) months experience in related programs areas preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record, Basic First Aid and CPR Certification required. AED Certification preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports. Some Recreation Assistants may interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports and fill out forms. Some Recreation Assistants must possess the ability to write letters, sponsorship requests, flyers, receipts, and equipment bids.
Managerial	Some Recreation Assistants planning responsibilities may include training volunteers and coaches and evaluating program outcomes.
Budget Responsibility	Some Recreation Assistants will be responsible for monitoring and tracking specific program budgets as assigned.
Supervisory / Organizational Control	Some Recreation Assistants provide functional supervision of lower level, part-time recreation employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	Establish and maintain effective working relationships with employees and the public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At park sites, recreation facilities and programs/events
Sitting	F	Deskwork, meetings, driving
Walking	O	At park sites, recreation facilities and programs/events
Lifting	R	Equipment and supplies
Carrying	R	Equipment and supplies
Pushing/Pulling	R	Equipment and supplies
Reaching	O	Equipment and supplies
Handling	O	Equipment and supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	At park sites, recreation facilities and programs/events
Crouching	O	At park sites, recreation facilities and programs/events
Crawling	R	At park sites, recreation facilities and programs/events
Bending	O	At park sites, recreation facilities and programs/events
Twisting	O	At park sites, recreation facilities and programs/events
Climbing	R	At park sites, recreation facilities and programs/events
Balancing	R	At park sites, recreation facilities and programs/events
Vision	C	Reading, computer work, driving
Hearing	C	Communication with staff and customers
Talking	C	Communication with staff and customers
Foot Controls	R	Operating vehicles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)